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February 5, 1948

MEMORANDUM TO CHIEF, PERSONNEL BRANCH

**SUBJECT: Request for Reclassification of Kama'i Bureau
Teletypist Position**

1. FBIS West Coast and Kama'i Bureau tables of organization have provided one teletypist, CAP-3, as a trainee position for Teletypist, CAP-4, required for operations. At both Bureaus the communications workload has so increased that the incumbent of the trainee position has been required to perform in rotation the same duties as operators at grade four, being solely responsible for teletype traffic during a shift.

2. It is therefore desired to alter the grade of this position accordingly, with the understanding that new appointments would be made to the CAP-3 grade if the applicant is not fully qualified to perform CAP-4 duties. This change was requested for the West Coast Bureau T/O under date of 15 December 1948.

3. It is now requested that one Teletypist, CAP-3, in the Kama'i Bureau T/O be deleted and replaced by one Teletypist, CAP-4, making a total of five in this grade.

FKB:bhr

Acting Chief, FBIS

CC/FR

cc: Administrative Office

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